

Staffing for Contract Management

HIVCS

Community Advisory Group

April 22, 2008

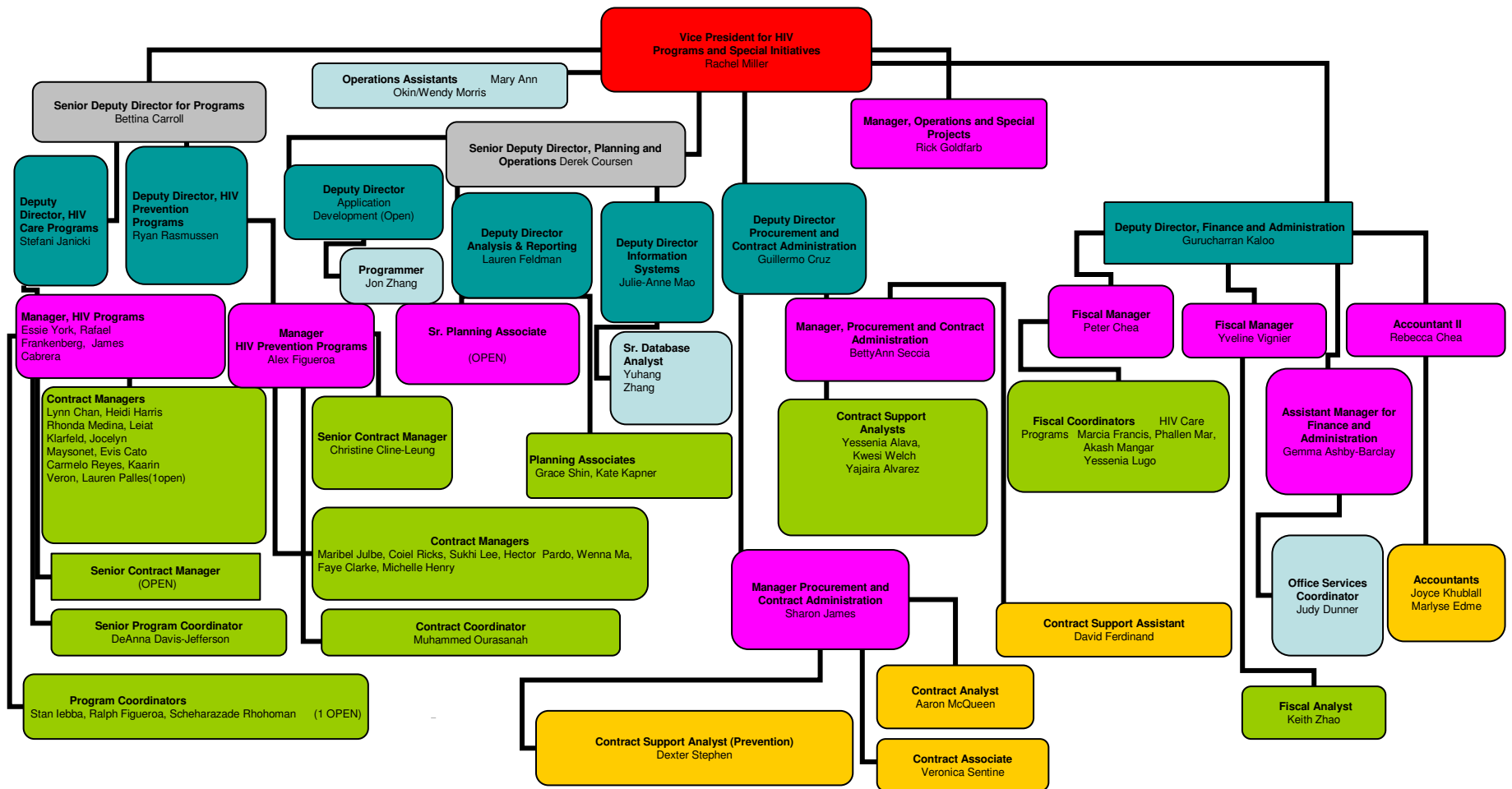
Changes and Challenges

- Performance-Based Reimbursement
- Complex Negotiations
- Reporting Systems (AIRS, MAPS, etc.)
- HRSA Regulations and Notification
- Staff Turnover
- Data Entry
- Contract Modifications and Site Visits

Accomplishments

- Successful Conversions
- Enhancements
- Accurate and Timely Reporting
- “Managing Contracts in Performance Based Environment” training

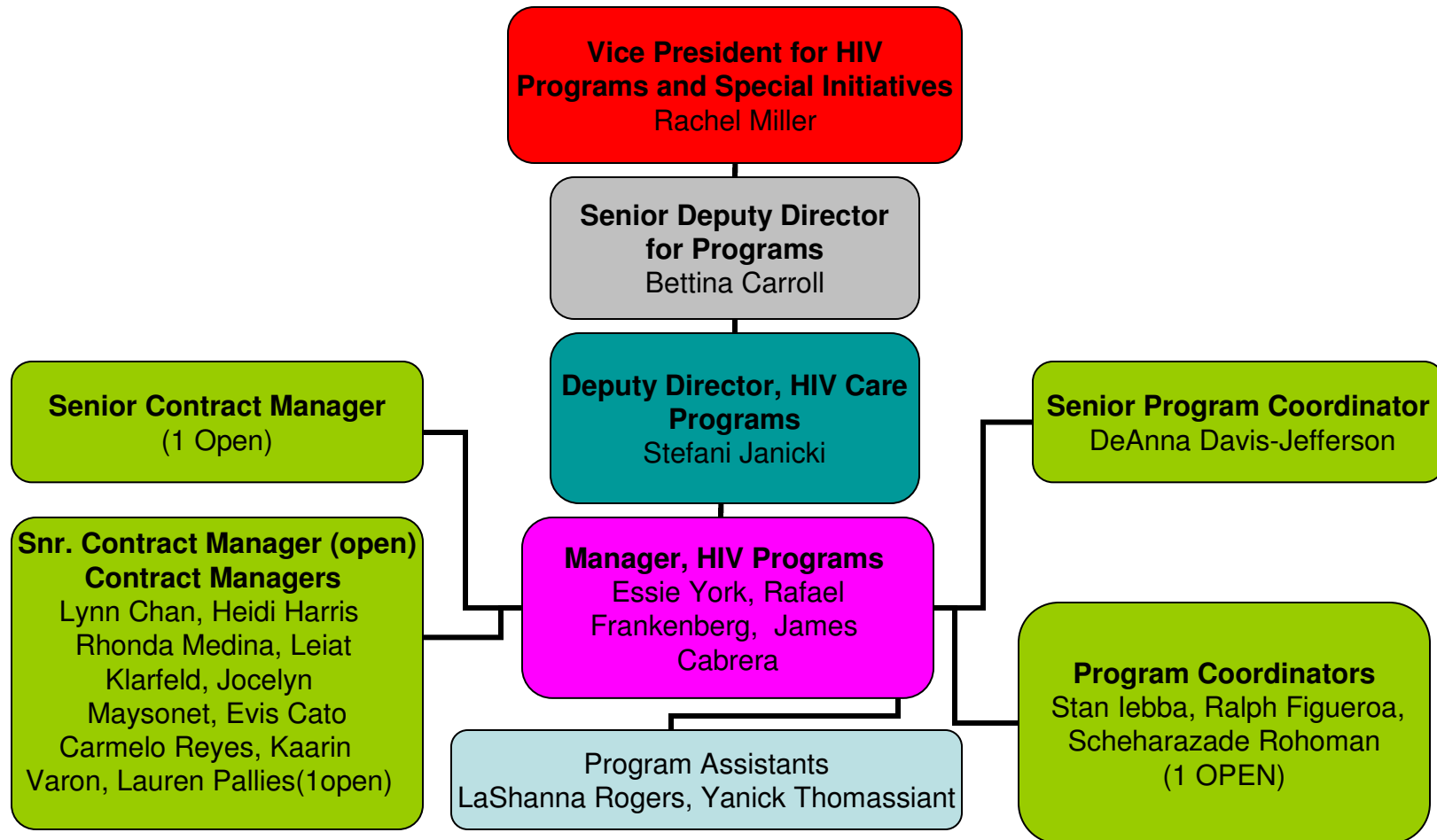
HIVCS Organization Chart



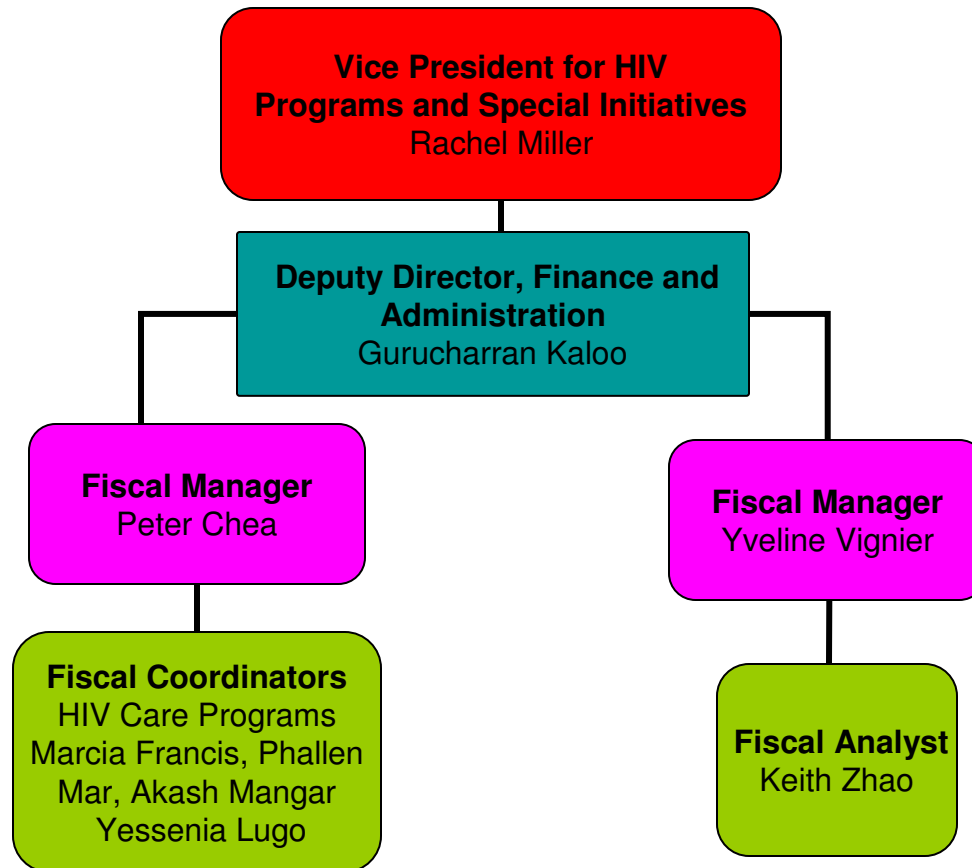
Staff Assigned to Contracts

- Contract Manager, Sr. Contract Manager, Contract Coordinator
 - single point of contact for programmatic and fiscal expertise
- Program Coordinator
 - point of contact for programmatic expertise
- Fiscal Coordinator
 - point of contact for fiscal expertise
- Fiscal Analyst
 - monitors compliance with fiscal requirements and program infrastructure
- Program Assistant
 - Provides support in verifying that services reported are satisfactorily documented

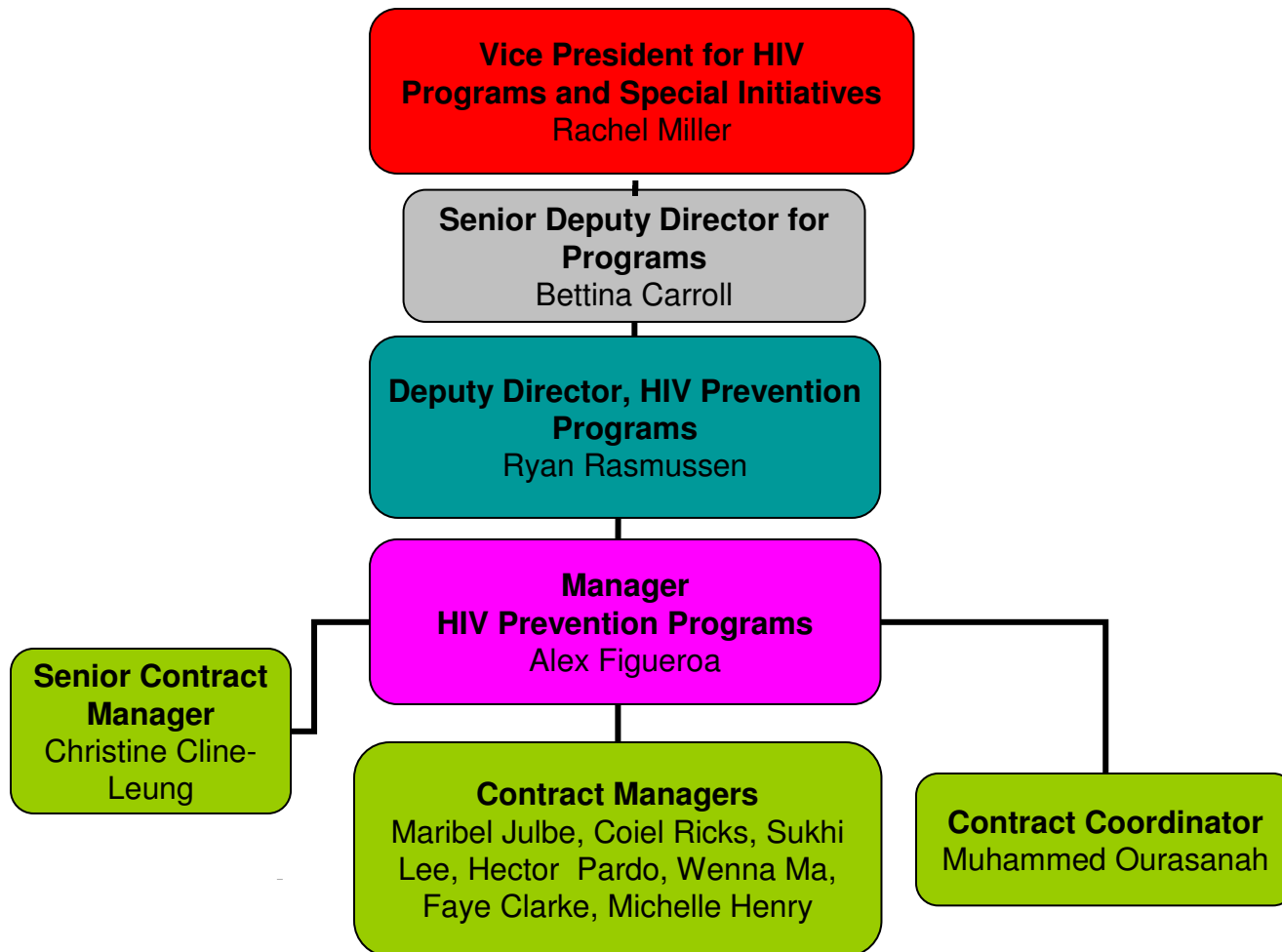
Ryan White Program



Ryan White Fiscal



Prevention Program



Contract Manager Selection

- Health, social services or related experience
- Program, contract and/or fiscal expertise
- Bachelor's degree, Master's degree preferred
- Relevant skills (analytical, written and verbal communication, etc.)
- Knowledge of HIV service provision
- Familiarity with non-profit organizations
- Structured application, interview and selection process for initial transition to current staffing model

Staff Training and Support

- Staff Orientation
- Targeted Trainings: negotiation, renewals, mods, closeouts, payments, etc.
- Weekly Individual Supervision
- Unit Group Meetings (weekly)
- Manager Assistance: negotiations, contractor conferences
- In-field Mentoring (supervisor and senior peer)
- Project Officer & Contract Coordinator Quarterly Meetings (Prevention)
- Participation in:
 - HIVCS Contractor Orientation
 - FITA Contractor Trainings
 - Data Link Data Entry Trainings,
 - NYCDOHMH and Public Health Solutions Joint Trainings (initiative specific)
 - NYS AI Learning Networks

Supervisor Contact Info

Ryan White Program

Stefani Janicki
Deputy Director, HIV Care Programs
Phone: (646) 619-6586
Email: sjanicki@healthsolutions.org

Prevention Program

Ryan Rasmussen
Deputy Director, HIV Prevention Programs
Phone: (646) 619-6608
Email: rrasmussen@healthsolutions.org

Fiscal

Gurucharran Kaloo
Deputy Director, Finance and Administration
Phone: (646) 619-6610
Email: gkaloo@healthsolutions.org